



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Bridge

Sub-Section:

TITLE: Bridge Project's Historical Documents and Data

CUTOFF:

DESCRIPTION: Historical documents and data for all state and non-state bridge structures not related to a specific project. Including, but not limited to retaining walls, box culverts and standard plans, structures removed from inventory and not replaced, structure layouts, calculations, quantities, correspondence, design layout, preliminary plans, bridge memos, change orders, estimates, analysis, field data, existing structure information, sketches, program output, spreadsheets, hand calculations and design criteria/details, barbill output and sketches, e-mails, documented phone calls, cover letters, agreements, certificates, permits, geotechnical reports, meeting minutes, value engineering proposals, district plans, design exception, shop drawing, steel fabrication and inspection reports. These records are used by the Bridge Division when designing bridge rehabilitation plans and replacements.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23627

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Bridge Rating Calculations

CUTOFF: Bridge removal

DESCRIPTION: Posting of and supporting documentation for load postings for bridges. The calculations are determined using a combination of computer programs, spreadsheets, and hand calculations by engineers. The results of these calculations are used to evaluate the safe load carrying capacity of bridges that are on the public roadway system for normal legal loads as well as overweight permit loads that travel on these roads.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23576

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



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Department: Department of Transportation

Section:

Division: Bridge

Sub-Section:

TITLE: Infrastructure Materials Inspections-Bridges

CUTOFF: Bridge removal

DESCRIPTION: Steel fabrication and inspection X-rays, diaries and work papers related to how materials are used in the infrastructure for structure of bridges.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23571

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Overweight Permit Studies

CUTOFF: When superseded or obsolete

DESCRIPTION: Bridge Studies to determine an approved route for movement of super loads on specific Missouri roads and bridges.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23713

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012